**CHECKLIST OF DOCUMENTS FOR THE PROCESSING OF NORMAL RETIREMENT PUBLIC SECTOR**

NAME OF RETIREE…………………………………………………………………………………………………

PIN NUMBER………………………………………………………………………………………………………..

PHONE NUMBER…………………………………………………………………………………………………..

CONTACT ADDRESS……………………………………………………………………………………………….

ORGANIZATION……………………………………………………………………………………………………..

EFFECTIVE DATE OF RETIREMENT……………………………………………………………………………..

DATE OF SUBMISSION…….………………………………………………………………………

1. Letter of Notification for Retirement in previous employment………………………...
2. Letter of Approval granting Retirement from service which must be on the organization’s letter Head paper………………………………………………………..
3. Copy of birth Certificate/Sworn declaration of age…………………………………….
4. Copy of enrolment letter issued by Premium Pension Ltd………………......................
5. Salary Pay slip as at the period of exit not more than three months before

Retirement……………………………………………………………………………….

1. Letter from the Bank showing ownership of Account Number for the Purpose of remitting your retirement benefits……………………... ……………. ………………...
2. Copy of verification Slip from National Pension Commission………………………….
3. Completed copy of Standard Notice of Retirement Form with Passport…………. ……
4. Completed Retiree Indemnity form……………………………………….......................
5. Copy of Programmed Withdrawal Agreement/Consent Form**……………………………………**

**Note: item 8, 9 & 10 will be issued in our Pension Service Canter located at First Bank Plc (Main Branch Office) nearest to you.**

**PPL BRANCH OFFICER:**

**NAME…….…………………..… ORIGINATING BRANCH………………… SIGNATURE/DATE……..……**

**PROCESSING OFFICER BAS:**

**NAME…………………………………………................SIGNATURE………...………… DATE: …….………………..…**

Contact Benefit Staff: Zubairu: 07088787218, Kareem O Lawal: 09029684593, Nafisa: 08127536696, Yunusa: 08126131316, Mukhtar: 08126131327, Ladan: 08126131325 and Call Centre on 09 - 4615701 or email benefitpayment@premiumpension.com, csu@premiumpension.com,